



Recruitment Management System (RMS) Upgrade Update

RMS HR Users,

This update includes information on the following topics:

- ☒ Posting Closing Time
- ☒ Moving Postings To Final Status In The Former RMS (PeopleAdmin 5.8)
- ☒ Training Sites Reminder

☒ Posting Closing Time

In the former RMS (PeopleAdmin 5.8), job postings were set to close at 5:00 p.m. on the closing date identified in the job posting. For example, if a job posting was set to close on May 1st, the system would close the posting at 5:00 p.m. After this time, applicants would not be able to start and submit an application to the job posting.

In the upgraded RMS (PeopleAdmin 7.0), the system is programmed to close job postings at 11:59 p.m. on the designated job posting closing date. This is a change from the prior process. This means that in the example above, the system will start the job posting closure at 11:59 p.m. on May 1st instead of at 5:00 p.m. Please be sure that your agency considers all applications submitted until the job posting is closed by the system.

☒ Moving Postings To Final Status In The Former RMS (PeopleAdmin 5.8)

The former RMS 5.8 system will be available until April 21, 2016. Agencies should continue to manage any recruitment in this system until the job posting moves to a final status of filled or cancelled. It is recommended that you issue email notifications to applicants as you work to move job postings in the former RMS to a filled or cancelled status. For applicants who are not interviewed, you should issue the "Not Interviewed-Send Email" notifications and for those who were interviewed and not hired, you should issue the "Not Hired – Send Email" notifications. These email notifications are important for applicants to receive because they are no longer able to log in to the former RMS to check application status.

☑ **Training Sites Reminder**

The training sites will update every other Saturday beginning Saturday, May 16, 2015. The training site contains actual agency data for you to use for your agency training and to practice using the system features. The training sites **replace** the Sandbox Site previously used for training prior to the launch of the upgraded RMS.

Internal Site (HR Site) - <https://virginia-training.peopleadmin.com/hr>

Internal Site (Applicant Site) - <https://virginia-training.peopleadmin.com> (For internal use only - Do not distribute)

Please continue to submit questions and suggestions to rmsinquiry@dhrm.virginia.gov. We are receiving a high volume of questions. We will respond to your email as soon as possible. Thank you for your patience.

